DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1123
Page 1 of 3

Agency

Division/Unit

Cecil County Government

Human Resources

	Ce	cii County Governmen	it Hu	ıman Resources
Item No.		Descrip	tion	Retention
1	This set			
	the rete	ntion schedule. However, sh series be altered, the schedu	necessarily require revision of nould the scope or content of a le may be amended to reflect	
v.		gency will use all or some of erned by the indicated retent	the following records which ion period:	
	A.	Policies and Procedures Ma	anual	Retain hard and electronic copies until updated then transfer to Archives for permanent preservation
	В.	Meeting Minutes		Retain hard copy and transfer annually to Archives for permanent preservation
	C.	Health and Wellness Insura	ance Plan Information	Retain hard copy for five (5) years, then destroy
	D.	Media/Advertisement Invo	ice Records	Retain hard copy with budgeting information for three (3) years, then destroy
Schedule	Approved	by Department, Agency,	Schedule Authorized by S	State Archivist
Date	Represer	ntative.	Date <u>Twarch</u>	7011
Signature Typed Na		Scott Mesneak	Signature	Ic/ genfu
Title <u>I</u>	Γ& Record	ds Retention Director		

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1123

Page 2 of

3

Agency

Division/Unit

Item No.	Description	Retention
		Retention
2	Budget A. Departmental Budget Documents	Retain hard copy for three (3) years, then destroy
	B. Adopted Budget and Approved Salaries per FY	Retain hard copy for five (5) years, then destroy
	C. Non-Workers Compensation Files	Retain hard copy for seven (7) years, then destroy
3	EMPLOYMENT AND PERSONNEL RECORDS	
	A. Applications for Employment	Retain hard copy for one (1) year from position close, then destroy
	B. Applicant Interview Questions/Response Data	Retain hard copy for ten (10) years post termination, then destroy
	Employee Relations	
	C. Personnel Folder D. Training Files	Retain hard copy for ten (10) years post termination, then destroy
	E. I-9 Forms	Retain hard copy for three (3) years after date of hire or (1) year after separation of employment, whichever is longer, then destroy
	F. Payroll Records	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years and until all audit
		requirements are fulfilled, then destroy
DGS 550-1A	(Continued)	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Page 3 of 3

Division/Unit

O !!	A 1	Government
Lacii	LOUDTY	1-AWARDMANT
OCCII	Country	COACHINICIL

Agency

Human Resources

0.		numan Resources
Item No.	Description	Retention
	G. Ethics Forms	Retain hard copy for five (5) years, then destroy
	H. Grievance Files	Retain hard copy for seven (7) years from settlement or closure of claims, then destroy
	I. Medical Files	Retain hard copy for ten (10) years, then destroy. If records added to Workers' Compensation Commission (WCC) or litigation retain for thirty (30) years, then destroy. If records indicate exposure to hazardous material, retain imaged copy for thirty (30) years, then destroy, unless exposure includes asbestos or lead, then transfer to Archives for permanent retention.
	J. Workers Compensation Files	Retain hard copy for seven (7) years from settlement or closure of claims, then destroy. If records indicate exposure to hazardous material, retain imaged copy for thirty (30) years after termination, then destroy, unless exposure includes asbestos or lead, then transfer to Archives for permanent retention.
DGS 550-	K. Benefits, Medical & Driver's Folders	Retain hard copy for (10) years post termination, then destroy

DGS 550-1A

Instructions -Type or Print a separate form for	DEPARTMENT OF G	SENERAL SERVI	ICES:	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANA			,
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			PAGE 1 OF 1
	Jessup, Mai	yland 20794		PAGE UF
Department/Agency	410-79 -2. Division	9-1930		3. Unit
Human Resources				
DEFINITION - RECORD SERIES: A group of relat	ed records normally filed a	nd used as a unit		nce as well as retention and disposition purposes.
Adopted Budget and Approved Salaries per F	FY			7 _{to} 2010
Record Series Description (Briefly describe the types of Information/do Roster.	cuments/forms found in the series. Inc	ude the purpose or func	tion of the serie	es.)
Nosiel.				
				·
7. Record Series Format(s) List all	9. Record Series Se	quence.	9: Valume	
				□ File.Drawer(s),
■ Letter Size ⊔ Microfilm	□ Àlphabetical			□ Microfilm Reel(s)
				□ Computer Tape(s)
□ Legal Size □ Computer Tape	🛚 Di Numerical		Number	Other (specify)
a Audio Tape a Floppy Disk	□ Chronologica			·
□ Bound Book □ Video Tape.	ti Geographical		10: Annual Â	
Other (specify)	Other (specify	ò		□ File Drawer(s)
	Keyword	i Lookup		্র Microfilm Reel(s)
			Number	□ Computer Tape(s)
			Number	Other (specify)
1ji. File is Used		12. File-Becomes	s Inactive After	
■ Daily, □ Weekly, □ Monthly, □ Annual	lly	5	_ • *	nonth(s) Year(s)
		Number		
13. Current Location(s) (Bldg., Floor, Room) Human Resources Office		14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office.)
I diffair Resources Office		n Yes		No
			····	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	_
□ Yes ■.No		■ None	□ State	□ Federal □ Independent
17. Is an Index System used? If yes, explain briefly and describe requ	ulrements	.18. Recommende		
□ Yes ■ No		Retain har	rd copy	for five (5) years, then destroy
10. Name and Title of Cit.		<u> </u>	24. 7	
19. Name and Title of Preparer	20: Telephone Num		21. Date	0/10/2010
Scott Mesneak IT & Records Retention Director	410-99	6-5205		9/10/2010
	1			

Instructions –Type or Print a separate form for	DEPARTMENT OF G	SENERAL SERV	ICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAG			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	,		PAGE 1 OF 1
	Jessup, Mar	yland 20794		PAGEOF
Department/Agency	4 10-75 2. Division	9-1930		3. Unit
Human Resources	Z. DIVISION			3. Cinc
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed a	nd used as a uni		
Record Series Title Applicant Interview Questions/Response data	.			ear/Latest:Year
Application adoctions (esponse date			2009	9 _{to} 2010
6. Record Series Description (Briefly describe the types of information/doc	tuments/forms found in the series. Inc	ude the purpose or fund	tion of the serie	rs.)
Documented questions and applicant respons	ses/notes regarding vac	ant positions. I	Interview	data with employee feedback
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume	
				□ File Drawer(s)
■ Letter Size □ Mcrofilm	□ Àlphabetical			Microfilm Reek(s)
Level Size Livetibiliti	р Alphabetical			□ Computer Tape(s)
□ Legal Size □ Computer Tape	Numerical		Number	Other (specify)
udlo Tape u Floppy Disk	Chronological			
□ Bound Book □ Video Tape	🛘 🗀 Geographical		10: Annual À	ccumulation
Other (specify)	■ Other (specify	i.		□ File Drawer(s)
Jones (specify)	Keyword	1		Microfilm Reel(s)
	Keywoic	Lookup		D_ Computer Tape(s)
			Number	a Computer Tabels)
				Other (specify)
			Inactive After	
□ Daily, □ Weekly, ■ Monthly, □ Annualt	у	10 Number		fonth(s) Year(s)
		Number		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	S Duplicated Els	sewhere? (If yes, specify agency or office.)
Human Resources Office		n. Yes		No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
□ Yes ■ No		a None	■ State	■ Federal □ Independent
17. Is an Index System used? If yes, explain briefly and describe requ	Irements	.18. Recommende	ed Retention	
		.,		for ten (10) years post
□ -Yes ■ No		terminatio		
			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,
<u>}</u>				
19. Name and Title of Preparer	20: Telephone Numi	ner	21. Date	
Scott Mesneák			ZI. Date	9/10/2010
IT & Records Retention Director	410-99	6-5205		9/10/2010
1				

Instructions –Type or Print a separate form for	DEPARTMENT OF G	SENERAL SERVIC	CES.	AGENCY RECORDS INVENTORY
each new or revised record series. Forward		AGEMENT DIVISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 275	,	PAGE 1 OF 1
	1	yland 20794 19-1930		
Department/Agency	2. Division	10-10-10		3. Unit
Human Resources				
DEFINITION - RECORD SERIES: A group of relat	ed records normally filed a			
4. Record Series Title Applications for Employment				ear/Latest Year
			200e	<u> 2010</u>
6. Record Series Description (Briefly describe the types of information/do	cuments/forms found in the series. Incl	lude the purpose or function	on of the serie	s.)
Candidates applying for open positions.				
7. Record Series Format(s) List all	8. Record Series Ser	quence.	9: Volume	
				File Drawer(s)
■ Letter Size	р Álphabetical			a Microfilm Reekis)
□ Legal Size □ Computer Tape	□ Numerical		Number	□ Computer Tape(s)
			Number	Other (specify)
□ Audio Tape □ Floppy Disk:	a Chronological	' L		
□ Bound Book □ Video Tape,	ti Geographical		10. Annual À	ccumulation □ File Drawer(s)
Under (specify)	Other (specify			
	Keyword	l Lookup		□ Microfilm Reel(s)
			Number	□, Computer Tape(s)
				□ Other (specify)
1/1. File is Used		12. File Becomes I	Inactive After	
■ Dally_ □ Weekly □ Monthly, □ Annual	ity	1		fonth(s) i Year(s)
		Number		
13. Current Location(s) (Bldg., Floor, Room) Human Resources Office		14. Is Record Series D	Duplicated Els	sewhere? (If yes, specify agency or office.)
Milan (1000 1000 1000 1000 1000 1000 1000 10		□ Yeś		No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirem	~ante	
□ Yes ■ No		D None (■ State	■ Federal □ Independent
17. Is an Index System used? If yes, explain briefly and describe requ	uirements	.18. Recommended	Retention	
□ Yes ■ No				for one (1) year from position
□ (es = 190		close, then		
				ĺ
19. Name and Title of Preparer	20. Telephone Numb	ber.	21. Date	
Scott Mesneak	410-99	6-5205		9/10/2010
IT & Records Retention Director				

Instructions –Type or Print a separate form for	DEPARTMENT OF G			AGENCY RECORDS INVENTORY
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAG			
		yland 20794		PAGE. 1 OF 1
Department/Agency	4 10-79 -2. Division	9-1930		3. Unit
Human Resources				
DEFINITION - RECORD SERIES: A group of relate	d records normally filed a	nd used as a unit	for refere	nce as well as retention and disposition purposes
4. Record Series Title				ear/Latest Year
Benefits, Medical & Driver's Folders			1986	3 _{to} 2010
6. Record Series Description (Briefly describe the types of information/doct				·
Maintaining record of employee benefit inform wage garnishments, beneficiary information, o			nrollmen	t forms, payroll deduction aughtorization,
	,			
7. Record Series Format(s) List all	8. Record Series Se	quence.	9. Volume	
				■ File Drawer(s)
■ Letter Size □ Microfilm	 Alphabetical 		4	□ Microfilm Reel(s)
□ Legal Size □ Computer Tape	□ Numerical		Number	D Computer Tape(s)
□ Audio Tape □ Floppy Disk	 Chronological 			Other (specify)
□ Bouñd Book □ Video Tape	□ Geographical	}	10. Annual A	ccumulation
D/Other (specify)	■ Other (specify	ò		■ File Drawer(s)
	Keyword	Lookup		□. Microfilm Reel(s)
			4 Number	Computer Tape(s)
			Number	□ ['] Other (specify)
11. File is Used		12, File-Becomes	Inactive After	
■ Dally □ Weekly □ Monthly □ Annually		10 Number	_ 0 N	fonth(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	Duplicated Eis	sewhere? (If yes, specify agency or office.)
Human Resources Office		□ Yeś		No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	• •	16. Audit Require	ments	
■Yes □ No		□ None	□ State	□ Federal ■ Independent
HIPAA				
17. Is an Index System used? If yes, explain briefly and describe requi	rements	.18. Recommende		for (10) veers neet termination
□ .Yês □ Ņģ		then destr		for (10) years post termination,
			,	
		<u> </u>		
19. Name and Title of Preparer	20: Telephone Numi	ber, .	21. Date	,
Scott Mesneak IT & Records Retention Director	410-99	6-5205		9/10/2010

Instructions -Type or Print a separate form for	DEP	ARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	<i>i</i>	RECORDS MANAGEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)		275 Waterloo Ro	_		PAGE1 OF1
		Jessup, Mar	yland 20794		PAGE OF
1. Department/Agency	-2. Division	410-79	9-1930		3. Unit
Human Résources					
DEFINITION - RECORD SERIES: A group of rela 4. Record Series Title	ted records	nomally filed a	nd used as a uni		nce as well as retention and disposition purposes.
Departmental Budget Documents					ear/Latest Year
				2000	5 to 2009
6. Record Series Description (Briefly describe the types of information/d					· 1
Approved budget, expense reports, voucher	s, purchas	se orders, etc.	(purpose of tra	icking app	proved expenses.)
					·
7. Record Series Format(s) List all		8. Record Series Ser	quence.	9. Volume	
					□ File Drawer(s)
		i			Microfilm Reel(s)
■ Letter Size ⊔ Microfilm		☐ Alphabetical			Computer Tage(s)
□ Legal Size □ Computer Tape		Numerical		Number	
□ Audio Tape □ Floppy Disk		□ Chronological			Other (specify)
□ Bouñd Book □ Video Tape					
		□ Geographical		10. Annual A	ccumulation □ File Drawer(s)
D Other (specify)		Other (specify) ———		
		Keyword	Lookup		Microfilm Reel(s)
		,		Number	□ Computer Tape(s)
				NUMBER	☐ Other (specify)
1. File Is Used		ı	12. File Become	s Inactive After	
□ Daily □ Weekly □ Monthly ■ Annu.	allv		3.	_ N	/onth(s) ■ Year(s)
	,		Number		(a) (a)
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)
Human Resources Office					
			□ Yes	E .	No
Section of the sectio			40 Audit Panda		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			18. Audit Regulri	ements	
□ Yes ■ No			■ None	□ State	□ Federal □ Independent
į					
17. Is an Index System used? If yes, explain briefly and describe re-	quirements		.18. Recommend	ed Retention	
□ Yes ■ No			Retain ha	rd copy	for three (3) years, then destroy
- 199					,
19. Name and Title of Preparer		20 Talenhane Numb	-	21. Date	
		20. Telephone Numb		ZI. Date	0/40/2040
Scott Mesneak IT & Records Retention Director		410-99	6-5205		9/10/2010
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Instructions -Type or Print a separate form for	DEPARTMENT OF C	SENERAL SERVI	CES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANA			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	7275 Waterloo Road, P.O. Box 275		PAGE1OF1_
	Jessup, Mai	yland 20794		PAGE OF
Department/Agency	2. Division	9-1930	-	3. Unit
Human Resources	2, 8/4/3/011.			3. One
	ated records normally filed a	nd used as a unit		nce as well as retention and disposition purposes.
4. Recard Series Title Ethics Forms				ear/Latest*Year
			2005	5 _{to} 2010
6. Record Series Description (Briefly describe the types of information)		• •		•
				and Commission appointees are required
to file/document business, financial relation	snips, receipts, interest w	ith dusiness en	itities, rar	nlly relationships relevant to Board.
7. Record Series Format(s) List all	8. Record Series Se	quence.	9. Volume	■ File Drawer(s)
■ Letter Size □ Microfilm	çı Alphabetical			Microfilm Reel(s)
□ Legal Size .□ Computer Tape	 Numerical 		Number	□ Computer Tape(s)
	L Numerica;		140111061	Other (specify)
□ Audio Tape □ Floppy Disk	Chronologica	1		
च Bound Book 😊 Video Tape.	d Geographical		10. Annual A	
D Other (specify)	Other (specif	i		■ File Drawer(s)
	Keyword	l Lookup		a Microfilm Reel(s)
				a Computer Tape(s)
			Number	□ Other (specify)
11. File is Used	<u> </u>	12. File-Becomes	Inactive After	
□ Dally □ Weekly. □ Monthly ■Ann	na llv	5	n: N	fonth(s) 🛕 Yëar(s)
Johns, Critical,	,,	Number		
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series	Duplicated Els	sewhere? (If yes, specify agency or office.)
Human Resources Office		□ Yes	-	No
		ų 123	w	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ments	
□ Yes ■ No		□ None	□ State	□ Federal ■ Independent
u les		a Note	L State	□ receia
				<u> </u>
17. Is an Index, System used? If yes, explain briefly and describe r	equirements	18. Recommende		. 5. v. 5. v. (5)
□ Yes ■ No		Retain nar	а сору	for five (5) years, then destroy
	· · · · · · · · · · · · · · · · · · ·			
19. Name and Title of Preparer	20. Telephone Num		21. Date	040/0040
Scott Mesneak IT & Records Retention Director	410-99	06-5205		9/10/2010
2,1000				

Instructions -Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERVI	ICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward		GEMENT DIVISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro		5	PAGE1OF1
	Jessup, Mar 410-79			
1. Department/Agency	·2. Division			3. Unit
Human Resources				
DEFINITION - RECORD SERIES: A group of relations of the second Series Title	ed records normally filed a	nd used as a unit		nce as well as retention and disposition purposes.
Grievance Files				3 _{to} 2008
6. Record Series Description (Briefly describe the types of information/doi Maintaining EEOC Claim grievance hearings		ude the purpose or func	tion of the serie	ss.)
,				
	Total and a	 -		
7. Record Series Format(s) List all	B. Record Series Se	quence.	9. Valume	■ File.Drawer(s)
				Micrafilm Reel(s)
■ Letter Slze '□ M(crofilm	çı Alphabetical		1/2	□ - Computer Tape(s)
☐ Legal Size ☐ Computer Tape	 Numerical 		Number	□ Other (specify)
□ Audio Tape □ Floppy Disk	a Chranologicai	•		
□ Bound Book □ Video Tape,	ti Geographical		10. Annual A	eccumulation File Drawer(s)
Other (specify)	Other (specify			Microfilm Reel(s)
	Keyword	Lookup.	1/2	Computer Tape(s)
			Number	□ Other (specify)
11. File is Used		12. File Becomes	s Inactive After	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
☐ Dally ☐ Weekly. ☐ Monthly ■ Annual	lly	7		Abnth(s) 🝙 Year(s) .
		Number		
i3. Current Location(s) (Bidg., Floor, Room) Human Resources Office		14. Is Record Series	s Duplicated El	sewhere? (If yes, specify agency or office.)
i i i i i i i i i i i i i i i i i i i		D Yes		No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
□ Yes ■ No		■ None	□ State	⊡ Federal □ Independent
17. Is an Index. System used?. If yes, explain briefly and describe requ	uirements	.18. Recommend	ed Retention	
□ Yes ■ No				for seven (7) years from
}		settlemen	t or clo	sure of claims, then destroy
19. Name and Title of Preparer	20. Telepháne Num	ber.	21. Date	
Scott Mesneak		6-5205	2 33.0	9/10/2010
IT & Records Retention Director				

Instructions –Type of Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Human Resources DEFINITION - RECORD SERIES: A group of related the Record Series Title Health and Wellness Insurance Plan Info 6. Record Series Description (Briefly describe the types of information/do Health Insurance Plan documents and contra	cuments/forms found in the series. Include the purpose or	AVISION ox 275 4 3. Unit a unit for reference as well as retention and disposition put 5. Earliest Year/Latest Year 1986 to 2010 or function of the series.)	urposes.
7. Record Series Format(s) List all Letter Size	ء ا	9: Volume File Drawer(s) Microfilm Reel(s) Other (specify) 10. Annual Accumulation File Drawer(s) Other (specify) Other	
13. Current Location(s) (Bidg., Floor, Room) Human Resources Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 17. Is an Index, System userl? If yes, explain briefly and describe req	□ Yes 19. Audit R □ None uirements 19. Recom	Requirements	troy
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director DGS 550-4 (Rev. 1/93)	20. Telephone Number. 410-996-5205	21. Date 9/10/2010	

Instructions -Type or Print a separate form for	DEPARTMENT OF GE	NERAL SERV	ICES:	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGE			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE 1 OF 1
	Jessup, Maryland 20794			PAGEOF
	410-799-1	1930		
1. Department/Agency Human Resources	2. Division			3. Unit
Truman resources				
DEFINITION - RECORD SERIES: A group of relat	I ed records normally filed and	used as a unit	t for referer	nce as well as retention and disposition purposes.
4. Record Series Title	· · · · · · · · · · · · · · · · · · ·			ar/Latest Year
I-9 Forms			1987	<u>_</u> _ω 2010
	and the state of t			
6. Record Series Description (Briefly describe the types of Information/do Employment eligibility verification form requir				
Limpley Territorial Territorial Territorial Territorial	ca by employers to have	ori ilic assert	ing the let	gar working status in the Onlied States.
	· · · · · · · · · · · · · · · · · · ·			
7. Record Series Format(s) List all	8: Record Series Seque	ence	9: Volume	File Drawer(s),
				- 16 M B W
■ Letter Size □ Microfilm	ci Alphabetical			Microfilm Reel(s)
□ Legal Size □ Computer Tape	Numerical		Number	□ Computer Tape(s)
a computer rape	L Numerical		14dinger	Other (specify)
□ Audlo Tape □ Floppy Disk:	 Chronological 			
🗅 Bound Book 🗈 Video Tapo	☐ Geographical		10. Annual À	ccumulation
Other (specify)	■ Other (specify)			□ File Drawer(s)
	Keyword L			☐ Microfilm Reel(s)
	,			Computer Tape(s)
			Number	
				Other (specify)
11. File is Used			s Inactive After	
Daily D Weekly. D Monthly, Annual	ty	3.	B M	lonth(s)
		Number		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	s Duplicated Els	ewhere? (If yes, specify agency or office.)
Human Resources Office		□ Yeś 📕 No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
☐ Yes ■ No		□ None □ State ■ Federal		■ Federal 🗓 Independent
			2 51510	a macparatik
17. Is an Index System used? If yes, explain briefly and describe requ		:18. Recommende		
□ Yes ■:Ņo				for three (3) years after date of
				fter separation of employment,
	\	whichever	'is long	er, then destroy
		<u>-</u>		
19. Name and Title of Preparer	20. Tetephone Number.	:	21. Date	
Scott Mesneak	410-996-	-5205		9/10/2010
IT & Records Retention Director				

Instructions -Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERVIC	DES -	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAG			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	ad, P.O. Box 275		PAGE OF1
	Jessup, Maryland 20794 410-799-1930			
1. Department/Agency	2. Division	71930		3. Unit
Human Resources				
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed an	d used as a unit f	for referen	ce as well as retention and disposition purposes
4. Record Series Title			5. Earllest Yea	
Media/Advertisement Invoice Records			2007	_to_2010_
6. Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series. Uncl	de the purpose or function	in of the series	>
Copies of records and invoices received for p	osition ad placement for	hiring and rete	ntion.	
7. Record Series Format(s) List all	B. Record Series Seq	uence	9. Volume	
	3.7 23370 337133 333	outes.	o. volume	□ File.Drawer(s)
				Microfilm Reel(s)
■ Letter Slze <u>u</u> Microfilm	р Alphabetical			□ Compouter Tape(s)
□ Legal Size □ Computer Tape	□ Numerical		Number	Other (specify)
□ Audo Tape □ Floppy Dlsk	□ Chronological			
□ Bound Book □ Video Tape	□ Geographical		10. Annual Ac	· ·
Other (specify)	■ Other (specify)			File Drawer(s)
	Keyword Lookup			□ Mlcrofilm Reel(s)
			Number	্ Computer Tape(s)
				□ 'Other (specify)
11. File is Used		12. File Becomes II	nactive After	
□ Daily, □ Weekly ■ Monthly □ Annually	y	Number	. a Ma	onth(s) 💼 Year(s)
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series D	Ouplicated Else	where? (If yes, specify agency or office.)
Human Resources Office		□ Yes		
		n ies	-	140
15. Access Restrictions (IFYes, cite Law(s) & Regulation(s)		16. Audit Requirem	nents	
□ Yes ■ No		■ None c	□ State	oʻFederal olndependent
17. Is an Index System user? If yes, explain briefly and describe requ	Irements	.18. Recommended	Retention	
□ .Yes ■ No				with budgeting information for
		three (3) ye	ears, th	en destroy
		· · ·		
19. Name and Title of Preparer	20. Telephone Numb		21. Date	0/10/2010
Scott Mesneak IT & Records Retention Director	410-996	o-5∠U5		9/10/2010

DGS 550-4 (Rev. 1/93)

Til					AGENIAV PERADDO IN ENTADV
instructions -Type or Print a separate form f		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION			AGENCY RECORDS INVENTORY
with Records Retention Schedule (DGS 550	: I				
With Necolds Neterlion Scheddle (DGS 550	[]	7275 Waterloo Road, P.O. Box 275			PAGE OF
		Jessup, Maryland 20794 410-799-1930			
1. Department/Agency	2. Division				3Unit
Human Resources					·
DEFINITION DECORD CENTER A					
4. Record Series Title	f related records	normally filed a	nd used as a un		nce as well as retention and disposition purposes.
Medical Files					
				1975	5 _{to} 2010
6. Record Series Description (Briefly describe the types of inform	ation/documents/forms	found in the series. Inc	lude the purpose or fun	ction of the serie	s.)·
Maintaining required medical information	n on employee	es. These are t	he County Go	vernment	internal records, the official and complete
records pertaining to workers compense program, and includes all documentation	ition claims are	e retained by t	he Third Party	Claims ad	dministrator for the county's self-insured
Injured Workers Insurance Fund.	ı beremind rö	me daim. And	ı ior ciaims pri	or to mun	2009 are retained by the prior insurer,
7. Record Series Format(s) List all		B. Record Series Se	auence	8. Volume	
			4 - 71 - 77	S. Volume	File Drawer(s).
					Microfilm Reel(s)
■ Letter Şize		□ Alphabetical			D WELDING (SEE(S)
□ Leĝãl Size □ Computer Tape		D Numerical		Numbër	Computer Tape(s)
		.D Handida		Normaci	Other (specify)
□ Audlo Tape □ Floppy Disk		☐ Chronologica			
🗆 Bound Book 🗈 Video Tape		□ Geographical		10: Ánnuaí A	ccumulation
□ Other (specify)		Other (specify)			□ File Drawer(s)
		Keyword Loo			D Microfilm Reel(s)
				© Computer Tape(s)	
				Number	
					G Other (specify)
11. File is Used			12: File Become	s inactive After	
■ Dafty □ Weekly □ Monthly □	Annuallý		10	_ = ~	ionth(s) Year(s)
			Number		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated Els	sewhere?. (If yes, specify agency or office.)
Human Resources Office			□: Yes	Ė	No
			n. tês	-	INU
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	····		16: Audit Reguln	amonte	· · · · · · · · · · · · · · · · · · ·
			vící vogi vědní	enems	
⊡ Yes ■'No			:D None	■ State	■ Federal Independent
					•
17. Is an Index System used? If yes, explain briefly and descr	fbe requirements		18. Recommend	led Retention	
D. Yes ■ No					10) years, then destroy. If records added to
<u></u>					Commission (WCC) or litigation retain for thirty (30) ords indicate exposure to hazardous material.
			retain imaged	copy for thi	rty (30) years, then destroy, unless exposure
			includes asbes	tos or lead	, then transfer to Archives for permanent retention.
Loo Namina Throngs	. """				
19. Name; and Title of Préparer		20. Telephone Numl		21. Date	
Scott Mesneak IT & Records Retention Direct	tor	410-99	6-5205		9/10/2010
The Newlys Recention Direc	tO1				
					•
DGS 550-4 (Rev. 1/83)					

Instructions –Type or Print a separate form for	DEPARTMENT OF GE	NERAL SERVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGE		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Roa	d, P.O. Box.275	PAGE 1 OF 1
	Jessup, Maryla		
Department/Agency	4 10-799-1 -2. Division	1830	3. Unit
Human Resources	Benefits		
DEFINITION DECORD SERIES A STATE AND A STATE OF THE PROPERTY O	- d		
4. Record Series Title	ed records normally filed and		ference as well as retention and disposition purposes.
Meeting Minutes		_2	000 _{to} _2010_
6. Recard Series Description (Briefly describe the types of information/doc	rements/forms found in the series. Includ	a the oursess or function of the	cide
Health Advisory Committee, Public Safety Pe		e the purpose of lunction of the	Series.)
7. Record Series Format(s) List all	8. Record Series Seque	ence. 9: Volu	
			■ File.Drawer(s)
■ Letter/Size ⊔ Microfilm	ti Álphabetical		□ Microfilm Reel(s)
□ Lega Size □ Computer Tape	 Numerical 	1	Computer Tape(s)
		, and the second	Other (specify)
□ Audlo Tape □ Floppy Disk:	□ Chronological		
D Bound Book D Video Tape	.d Geographical	10. Ann	ual Àccumulation ■ File Drawer(s)
Other (specify)	Other (specify)		
	Keyword L	· ·	i Microfilm Reel(s)
		 Numbi	Computer Tape(s)
			□ 'Other (specify)
11. File is Used		12. File-Becomes Inactive	After
■ Dally □ Weekly. □ Monthly, □ Annual	ly	Indefinitely	Month(s) Year(s)
		Number	
13. Current Location(s) (Bldg., Floor, Room) Human Resources Office		14. Is Record Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)
		□ Yes	■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
□ Yes ■.No		□ None □ State	□ Federal ■ Independent
17. Is an Index. System used? If yes, explain briefly and describe requ	l l	18. Recommended Retent	
□ Yes ■ No		for permanent	py and transfer annually to Archives
	'	ioi permanent	preservation
19. Name and Title of Preparer	20. Telephone Number	21. Da	te.
Scott Mesneak	410-996-		9/10/2010
IT & Records Retention Director	410 000		
<u> </u>	L		

DGS 550-4 (Rev. 1/83)

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL	SERVICES:	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Jessup, Maryland 20 410-799-1830		PAGE1 OF1		
Department/Agency Human Resources	2. Division Risk Management		3. Unit		
DEFINITION - RECORD SERIES: A group of relat	ad records normally filed and used	e a unit for refere	nce as well as retention and disposition purposes		
4. Record Series Title	ad records normally lifed and dised a	5. Earliest Year/Latest Year			
Non-Workers Compensation Files		2002 _{to} 2010			
6. Record Series Description (Briefly describe the types of Information/Idocuments/forms found in the series. Include the purpose or function of the series.) Incidents, claims, and suits including property, liability, vehicle accidents, public official liability claims, general liability, and police legislisty claims.					
7. Record Series Format(s) List all	B. Record Series Sequence.	9. Volume	■ File.Drawer(s)		
■ Letter Size □ Mcrofilm □ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk	□ Álphabetical □ Numerical □ Chronological	7 Number	Microfilm Reel(s) Computer Tape(s) Other (specify)		
□ Bound Book □ Video Tape	Geographical	10: Annual À	Accumulation File Drawer(s)		
Other (specify)	Other (specify) Keyword Lookup		ਹ` Microfilm Reel(s)		
	. Reyword Econop	Number	D. Computer Tape(s)		
			Other (specify)		
11. File is Used ■ Daily □ Weekly. □ Monthly □ Annual	ılıy	Becomes Inactive After 7	s Inactive After		
13. Current Location(s) (Bldg., Figor, Room)	14. Is Re	cord Series Duplicated El	sewhere? (If yes, specify agency or office.)		
Human Resources Office	٠ .	es 🛮	No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	1B. Ai	dit Requirements			
■ Yes □ № Freedom of Information Act	o N	ne 🗆 State	□ Federal ■ Independent		
17. Is an Index System used? If yes, explain briefly and describe required to the second of the seco		commended Retention n hard copy	for seven (7) years, then destroy		
19 Name and Title of Preparer Scott Mesneak IT & Records Retention Director	20: Telephone Number 410-996-5205	21. Date	9/10/2010		

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	Page 1 of 1				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Cecil County Government	Human Reso	urces					
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes							
4 ELECTRONIC RECORD SERIES TITLE	4 ELECTRONIC RECORD SERIES TITLE						
Payroll Records							
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
Paper		Electronic Document	- IBM Content Manager				
8 ELECTRONIC RECORD SERIES DESC		ly describe the information ained in a series. Include p	/documents/forms ourpose and function of the system.				
Facilitating payment of wages (times	sheets, overtim	e authorizations, leave	records).				
9 POLICY ON ACCESS AND USE + Expl	ain or attach copy	if established in writing.					
Administration, Department Heads,			cess. Managers and employees				
with the "need to know" will have (re	ad), (print) and	(hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM							
Updates are not allowed on the original document; if updates are needed, the document needs to be							
replaced.							
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to the				
Cecil County Government Administr		•					
Record is available until the disposa	I date, and the	n record is purged.					
10 000000000000000000000000000000000000							
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then de	estroy hard copy. Retain	n imaged copy for three (3) years an	d until all audit requirements are fulfilled, then destroy				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Scott Mesneak	410)-996-5205	9/10/2010				
16 TITLE OF PREPARER							
IT & Records Retention	Director						
DGS 550-6							

Instructions –Type or Print a separate form for	DEPARTMENT OF GENE	RAL SERVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEM			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, I	1	PAGE 1 OF 1	
	Jessup, Maryland	1 20794	PAGEOF	
1.0	4 10-799-1930			
1. Department/Agency Human Resources	·2. División		3. Unit	
, iaman , issue issue				
DEFINITION - RECORD SERIES: A group of relati	ad records normally filed and us	sed as a unit for refere	nce as well as retention and disposition purposes.	
4. Record Serjes Title Personnel Folder			ear/Latest Year	
ersonner rolder		1975	5 _{to} 2010	
Record Series Description (Briefly describe the types of information/do	cuments/forms found in the series. Include the	e purpose or function of the serie	25.)	
Maintain's employment data (emp. app., cont	racts, perf. appraisal, corres	pondence, personn	el records, education materials, disciplinary	
actions, etc.).				
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume		
			□ File Drawer(s)	
■ Letter Size □ Microfilm	□ Álphabetical		□ Microfilm Reel(s)	
		 	□ Computer Tage(s)	
□ Legal Size □ Computer Tape	□ Numerical	Number	D Other (specify)	
□ Audio Tape □ Floppy.Disk	□ Chronological			
🗆 Bound Book 🗈 Video Tapé.	☐ Geographical	10: Annual Â	ecumulation	
□ Other (specify)	■ Other (specify)		■ File Drawer(s)	
	Keyword Loo	kup.	Microfilm Reel(s)	
			Computer Tape(s)	
		Number	□ Other (specify)	
11. File is Used	12.	File-Becomes Inactive After	- Carter (specify)	
	12.	10		
■ Bally, □ Weekly, □ Monthly, □ Annua	ily	Number D- N	/lonth(s) <u>mi</u> Yéár(s)	
13. Current Location(s) (Bldg., Floor, Room)		In the control of the		
Human Resources Office	14.	is Necord Series Duplicated El	sewhere? (If yes, specify agency or office.)	
		□· Yes ■	No	
I A Company of the second of t		A . # . D		
15. Access Restrictions (IFYes, cite Law(s) & Regulation(s)	Тр.	16. Audit Requirements		
ti Yes ■ No	Ĭ	□ None ■ State	■ Federał □ Independent	
17. Is an Index System used? If yes, explain briefly and describe req	ulrements .18.	Recommended Retention		
□ Yes ■ No	Re	etain hard copy	for ten (10) years post	
	te	rmination, then	destroy	
		······································		
19. Name and Title of Preparer	20. Telephone Number.	'21. Date		
Scott Mesneak	410-996-52	205	9/10/2010	
IT & Records Retention Director				
·				

Instructions -Type or Print a separate form for	DEPARTMENT OF G	SENERAL SERVI	CES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAG	SEMENT DIVISIO	NC	1	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE 1 OF 1	
	Jessup, Maryland 20794			,,, <u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	
Department/Agency	410-799-1930 2. Division			3. Unit	
Human Resources					
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	ed records normally filed a	nd used as a unit			
Policies and Procedures Manual		5. Earliest Ye			
			<u>1978</u> _{to} <u>2008</u>		
8. Record Series Description (Briefly describe the types of information/do		lude the purpose or functi	ion of the serie	s.)	
Communicating policies to employees and m	anagement.				
				·	
7. Record Series Format(s) List all	8. Record Series Se	dneuce .	9. Volume	□ File Drawer(s)	
■ Letter Slæ ⊔ Mcrofilm	□ Alphabetical			□ Microfilm Reel(s)	
□ Legal Size □ Computer Tape	.□ Numerical		Number	Computer Tage(s)	
d compact tope	- Numerical		Number	Other (specify)	
□ Audio Tape □ Floppy Disk	□ Chronological				
🗆 Bound Book 💢 Video Tapé	d Geographical		10: Annual A		
□ Other (specify)	Other (specify)			□ File Drawer(s)	
	Keyword	Lookup:		g Microfilm Reel(s)	
				Computer Tape(s)	
			Number	□ 'Other (specify)	
11. Filé is Used	<u>.</u>	12. File Becomes	Inactive After		
■ Daily, □ Weekly, □ Monthly, □ Annual	Nh.	Indefinitely	у п.	fonth(s) U Year(s)	
Sample Street, Sample	"	Number	_	initial(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	Duplicated Els	sewhere? (If yes, specify agency or office.)	
Human Resources Office		□ Yes		·	
		0 155	■ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require			
	·				
CIYes III No		■ None	□ State	□ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	ulrements	.18. Recommende			
□ Keż ■ Mó				electronic copies until updated	
				archives for permanent	
		preservation	on.		
		<u> </u>			
19. Name and Title of Preparer	20: Telephone Num	ber	21. Date		
Scott Mesneak	410-99	6-5205		9/10/2010	
IT & Records Retention Director					

Instructions -Type or Print a separate form for	DEPARTMENT OF C	ENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA	SEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE 1 OF 1	
	Jessup, Maryland 20794			PAGE OF	
Department/Agency	4 (0-7)	39-1830		0.11-2	
Human Resources	·2. Division			3. Unit	
DEFINITION - RECORD SERIES: A group of relat	led records normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes.	
4. Record Series Title Training Files				ear/Latest Year	
Training tiles			1999	<u>) _{to} 2009</u>	
Record Series Description (Briefly describe the types of information/do	cuments/forms found in the series. Inc	lude the purpose or fund	tion of the serie	rs.)	
Required and optimal professional developm		s offered by Co	unty and	or external sources. Hard copy (paper	
records of sign-up sheets, training course co	ntent and employee).				
7. Record Series Format(s) List all	B. Record Series Se	quence.	9: Volume		
				□ File Drawer(s)	
■ Letter Size U Microfilm	□ Àlphabet[cal			□ Microfilm Reel(s)	
				□ Computer Tape(s)	
□ Legal Size □ Computer Tape	□ Numerical		Number	Other (specify)	
□ Audlo Tape □ Floppy Disk	□ Chronologica	Í		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
🗅 Bound Book 🗈 Video Tape	☐ Geographical		10: Annual A	ccumulation	
Other (specify)	■ Other (specif	هٰ ا		□ File Drawer(s)	
		Lookup		□ Microfilm Reel(s)	
	1.07.1.01	Lusinap		□ Computer Tape(s)	
			Number		
				□ Other (specify)	
11. File is Used			Inactive After		
□ Daily □ Weekly. ■ Monthly □ Annual	li y	10 Number			
	 .				
13. Current Location(s) (Bldg., Floor, Room). Human Resources Office		14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)			
Trainan resources sines		□ Yes ■ No			
					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Regulrements			
☐ Yes ■ No		□ None	State	🗅 Federal 💢 Independent	
				·	
17. Is an Index System used? If yes, explain briefly and describe requ	ulrements	.18. Recommende	ed Retention		
□ Yes ■ No	·	Retain ha	rd copy	for ten (10) years post	
		terminatio	n, then	destroy	
	T				
19. Name and Title of Preparer	20: Telephone Num	ber	21. Date		
Scott Mesneak	410-99	6-5205		9/10/2010	
IT & Records Retention Director	1				

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Inst	uctions -Type or Print a separate form	for	DEPARTMENT OF GENERAL SERV			ICES	AGENCY RECORDS INVENTORY	
	n new or revised record series. Forwar	i	RECORDS MANAGEMENT DIVISI					
i	Records Retention Schedule (DGS 55	- 1	<u> </u>					
AA1011	Trecords Trecention Schedule (DGS 55	10-1)	7275 Waterloo Road, P.O. Box 275			5	PAGE 1 OF 1	
					yland 20794			
1. Dei	partment/Agency		2. Division	410-79	19-1930		0:165	
1	nan Resources			nagement			.3: Uńit	
Hair	ian ixesources		IVION IVIE	magement				
DEC	DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.							
4 Rec	ord Series Title	of relate	ed records	normally filed a	nd used as a uni			
	kers Compensation Files	1					ear/Latest Year	
1	Con Compensation 1 lies	!				2002 ₁₀ 2010		
Ó D				,,				
	ord Series Description (Briefly describe the types of Inform							
Com	report of injury. Osna/Mosna reports the Government internal records the	πs, cor	rrespond	ence with work	cers compensa	tion third	party claims administrator. These are the	
Third	Party Claims administrator for the		iai and c	cured program	as pertaining to	o workers	compensation claims are retained by the mentation pertaining to the claim. And for	
clain	ns prior to 7/01/2009 are retained b	y the	orior insu	rer Injured W	n, and include orkers' Insuran	s all uocu ce Fund	mentation pertaining to the claim. And for	
			 11130		inora maudil	∞ i uliu.	İ	
		!						
7. Rea	ord Series Format(s) List all	į		8. Record Series Se	dnáúce	9. Volume		
				l			File Drawer(s)	
	1				:	,	Microfilm Reet(s)	
■ Lett	er.Size oʻMicrofijm			□ Alphabetical		7		
rs lièn	al Size :a Computer Tape			e Normada de de	·	<u> </u>	□ Computer Tape(s)	
Liceg	ar size			D Numerical		Number	Other (specify)	
□ Aud	lio Tape 🗆 Floppy Disk	ļ.		□ Chronological	r			
0 800	nd Book 🗆 Video Tape	!		□ Geographical		10: Annual A	Accumulation	
□ Oṫi	er (specify)	İ		Other (specify)		File Drawer(\$)	
) 		Keyword	LL óókúó		☐ Microfilm Reel(s)	
		<u> </u>		100,400	LOOKUP	1	·	
						Number	Computer Tape(s)	
				•		indilipo	Other (specify)	
11,	File is Used		·		12. File Become	s Inactive After		
·					12. The become	a macrive viner		
	Daily DWeekly D Monthly	□ Annually	1		7		Aonth(s): Year(s)	
					Number			
13 ()	rrent Location(s) (Bidg., Floor, Room)			·	the other control			
	an Resources Office				14. Is Record Serie	s Duplicated El	sewhere? (If yes; specify agency or office.)	
Huma	an Resources Office				□ Yes	Ė	No	
15.	Access Restrictions (If Yes, cite Law(s): & Regulation(s)				iggs (A.J.Jr.Ph.)			
,	Species - resulting and the case of the raise of the case (2)				15: Audit Requirements			
	■:Yes □ No			·	i⊐∷None	□ State	□ Federal ■ Independent	
Worke	rs Compensation Laws of Maryland Fe	OIA.			ļ		·	
		,						
17.	ls an Index System used? If yes, explain briefly and des	cribe requi	irements		18. ⊲Recommend	ed Retention		
	□ Yes ■ No				Retain hard o	opy for se	even (7) years from settlement or closure of	
	d res				claims, then o	destroy. If	records indicate exposure to hazardous	
							copy for thirty (30) years after termination,	
							oposure includes asbestos or lead, then	
					uansier to Af	cnives tor	permanent retention.	
19. No	me and Title of Préparer		. —	20' Telephenink		24 10-1-1		
10. 144				20: Telephone Numi		21. Date	<u> </u>	
	Scott Mesneak			410-99	6-5205		9/10/2010	
	IT & Records Retention Dire	ctor						
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.				F			,	

DGS 550-4 (Rev. 1/93)